**Mississippi Department of
Information Technology Services**

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www.its.ms.gov

David C. Johnson, Executive Director

Notice of Intent to Certify Sole Source

To: Interested Parties

From: David C. Johnson

CC: ITS Project Number 47526

Date: January 24, 2023

Re: Sole Source Certification Number 4516 to provide a Fire Bridge software suite solution for the Mississippi Insurance Department (MID)

Contact Name: Debbie Parker

Contact Phone Number: 601-432-8159

Contact E-mail Address: Debbie.Parker@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4516 for the Mississippi Insurance Department (MID), please be advised that ITS intends to award ImageTrend, Inc. as the sole source provider of a Fire Bridge software suite, in an amount not to exceed $159,512.44 through February 27, 2026. Please be advised that ITS will determine if additional enhancements, upgrades, support, or equipment are within scope during the certification period and may increase the spending authority accordingly. Should ImageTrend, Inc. change its name during this certification period, then ITS will determine if a recertification is necessary. For an explanation regarding Mississippi state law, policy and procedures for sole source procurements, refer to Attachment B: Sole Source Procurement Overview.

Sole Source Criteria

1. The product or services being purchased must perform a function for which no other product or source of services exist:

   The Elite Fire solution software is used to collect data on incidents submitted by fire departments. The data collected is available for in-depth analysis used to improve fire safety and reduce fire suppression costs. This software is comprised of a centralized fire management and information module with National Fire Incident Reporting System (NFIRS) 5.0 incident reporting. All modules are linked by a single database that creates dynamic reports. The product offers seamless integration with the Mississippi Department of Health's Emergency Medical Services (EMS) Program, Bridge. The solution has all-inclusive software for every division of the Fire Marshal's office (LC Gas, Inspections, Investigations, Manufactured Homes, and the Fire Coordinator's Office). Inspections are written in the same format with

code references and provides the ability to link investigations and inspections together.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

   The state has the ability to manage its own data and reporting, as well as report to the NFIRS. In addition to collecting and reporting on data, Elite Fire solution is a comprehensive system for fire operations management. Depending on permissions and optional modules, users can manage their department's staff records including scheduling and certification tracking, issue permits, complete inspections and investigations, and monitor inventory. Previous needs have been met by this software such as increased and improved accountability office wide. MID has more accurate data for annual reporting and statistical purposes. With this solution, MID achieves increased inspection productivity and time management, as well as streamlined inspection and investigations workflow processes. MID has also seen a reduction in paper costs.

3. The product or services must be available only from the manufacturer and not through resellers who could submit competitive pricing for the product or services:

   The ImageTrend Elite Fire solution is solely developed, produced, distributed, and supported by ImageTrend, Inc. This product is copyrighted and trademarked. All data obtained and maintained within the application is proprietary to and owned by the user. ImageTrend, Inc. does not distribute the source code to any other vendors or resellers and therefore development, modification or implementation of Elite, Patient Registry, their modules, and extensions can only be performed by ImageTrend, Inc. The Vendor's sole source certification letter is included as Attachment A.

Schedule

Task	Date
First Advertisement Date	01/24/23
Second Advertisement Date	01/31/23
Response Deadline From Objectors	02/07/23 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 02/08/23

Project Details

In September 2013, on behalf of the Mississippi Insurance Department, ITS certified the Statewide Fire Bridge software suite with four years of support and hosting using then approved sole source procedures. A Software License and Application Support Agreement was executed and expired on September 18, 2017. MID paid yearly maintenance renewals without ITS involvement for the next three years, with the last expiring February 27, 2020. In February 2021, ITS issued Sole Source Certification Number 4310 to provide Fire Bridge software suite solution for the Mississippi Insurance Department (MID) and received no objections. ITS executed a Software License and Application Support Agreement that expires February 27, 2023. The current spend to date is $615,597.95. MID wishes to procure three additional years of software support and hosting maintenance.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the Fire Bridge software suite should not be certified as a sole source should provide information in the following format for the state to use in determining whether or not to proceed with awarding the Sole Source contract to ImageTrend, Inc

Interested Party Information

       1.1.1   Contact Name, Phone Number and email address

       1.1.2   Company Website URL, if applicable

   1.2   Objection to Sole Source Certification

       1.2.1   Interested parties must present specific objections to the Sole Source certification using the criteria listed above.

       1.2.2   A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.

   1.3   Comments will be accepted at any time prior to Tuesday, February 7, 2023, at 3:00 p.m. (Central Time) to Debbie Parker at Debbie.Parker@its.ms.gov or at the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211. Responses may be delivered by hand, via regular mail, overnight delivery, e-mail or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach ITS on time. Interested Parties may contact Debbie Parker to verify the receipt of their Responses. Responses received after the deadline will be rejected.

   1.4   Interested Party responses should include the following information:

SUBMITTED IN RESPONSE TO
Sole Source Certification No. 4516-47526
Accepted until February 7, 2023 @ 3:00 p.m.,
ATTENTION: Debbie Parker

If you have any questions concerning the information above or if we can be of further assistance, please contact Debbie Parker at 601-432-8159 or via email at Debbie.Parker@its.ms.gov.

Attachment A: Vendor Correspondence
Attachment B: Sole Source Procurement Overview

Attachment A

IMAGE*TREND*®

October 6, 2022

Sent via Email Only to John.Morris@mid.ms.gov

John Morris, IT Director
State of Mississippi Department of Health
501 N West Street, Suite 1001
Jackson, MS 39201

RE: ImageTrend Sole Source

Dear John Morris,

Thank you for your recent sole source inquiry. ImageTrend Elite™ and associated modules, which are solely developed, produced, distributed and supported by ImageTrend, Inc. These products are copyrighted and trademarked. ImageTrend's suite of products allows for native interoperability of the system's platform and provides seamless integration with other ImageTrend solutions such as ImageTrend Patient Registry™. Patient Registry can be integrated natively to Elite, allowing for a common user interface for criteria, account connectivity, data exchange, as well as common permission structures. These native integrations also provide for seamless epCR data import between Elite and Patient Registry. ImageTrend's native solutions and their engineered interoperability is the only way for your software to integrate and communicate with each other.

As the sole source vendor, we offer this solution on a Software as a Service ("SaaS") basis and maintain beneficiary escrow accounts. All data obtained and maintained within the application is proprietary to and owned by the user. ImageTrend does not distribute the source code to any other vendors or resellers and therefore development, modification or implementation of Elite, Patient Registry, their modules and extensions can only be performed by ImageTrend, Inc.

Please feel free to contact us at 1-888-469-7789 if you need any further information.

Sincerely,

Joe Graw
President & Chief Executive Officer

ImageTrend, Inc
20855 Kensington Blvd, Lakeville, MN 55044
1-888-469-7789

The acquisition of information technology for all state agencies and institutions of higher learning (IHLs) is within the scope of the ITS law, found in Mississippi Code Section 25-53-1, et seq., and the policies and procedures established in accordance with this statute, found in the ITS Procurement Handbook posted on the ITS website (www.its.ms.gov).

ITS enabling legislation requires that information technology hardware, software and services be acquired in a manner that insures the maximum of competition among all manufacturers and suppliers of such equipment and services. Accordingly, ITS promotes full and open competition through the issuance of open specifications and the objective evaluation of Interested Party proposals to determine the lowest and best offering to meet an agency's or public university's business requirements. True competition protects the integrity and credibility of purchasing in the public sector and is essential in providing best value and adequate contractual protection for the purchasing entity. In certain limited situations, information technology acquisitions may be sole-sourced.

ITS utilizes the provisions of Public Purchasing Law for Sole Source and Emergency procurements of information technology. Mississippi Public Purchasing Law (Mississippi Code Section 31-7-13) specifies that noncompetitive items available from one source only be exempted from bid requirements (sole-sourced). ITS statute, in Section 25-53-5 (p), permits ITS to utilize provisions in Public Purchasing Law or regulations, when applicable.

Per Public Purchasing law, acquisitions must meet the following criteria to be authorized as sole source:

1.   The product or services being purchased must perform a function for which no other product or source of services exists,

2.   The purchaser must be able to show specific business objectives that can be met only through the unique product or services, AND

3.   The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the product or services. The vendor's correspondence regarding this criterion for this project is included as Attachment A.

By policy as documented in the ITS Procurement Handbook, acquisitions of IT services must include the following information to be authorized as sole source:

1.   An explanation about why the amount to be expended is reasonable, and

2.   An explanation regarding the efforts by the purchaser to obtain the best possible price.

For state agencies, approval of all technology purchases with a lifecycle cost of $5,000 or less, including sole source purchases, has been delegated to the agency. The ITS Procurement Limits Policies for Agencies (a section in the ITS Procurement Handbook) require a minimum of two competitive written bids or proposals for technology purchases with a lifecycle cost over $5,000 but not over $50,000 (not over $25,000 for projects funded by the American Recovery and Reinvestment Act). Since, for single source items, the procuring agency will be unable to obtain two written bids, ITS must certify all sole source acquisitions of information technology with a lifecycle cost greater than $5,000.

Institutions of Higher Learning (IHLs) or public universities have been delegated the authority to certify sole source procurements up to $250,000 lifecycle cost under the ITS Procurement Limits Policies for IHLs (a section in the ITS Procurement Handbook). For the certification of sole source procurements delegated to the CIOs at public universities, the public university must follow ITS' Sole Source Procedure, including advertisement of the intent to award as sole source. Institutions certifying a sole source purchase must ensure the criteria listed above are met and documented in writing by the institution and the Interested Party prior to certifying a product or service as sole source. Sole source documentation must be reviewed and approved by the IHL's CIO for any sole-source certification

above $5,000. All sole source documentation should be retained in the public university's procurement file. Sole source requests above $250,000 lifecycle cost require ITS approval.

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS.

ITS thoroughly reviews Sole Source Certification Requests, determining if competing products and/or services exist. If so, ITS conducts a competitive procurement. If ITS' review confirms the sole source, then a Sole Source advertisement is issued, giving other Interested Parties an opportunity to identify competing products and/or services. Based upon the results of the Sole Source advertisement, ITS will either certify the request as a sole source or conduct a competitive procurement.